



**King County**  
**Health Program Assistant 1**  
**PUBLIC HEALTH- SEATTLE & KING COUNTY**  
**Community Health Services Division**  
**Hourly Rate Range \$16.88 - \$21.39**  
**Job Announcement No.: 04TA4594**  
**OPEN: 9/15/04      CLOSE: 9/28/04**

**WHO MAY APPLY:** This career service position is open to all qualified applicants.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Employment Services, 999 3<sup>rd</sup> Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Dot McKim, Personal Health Services Supervisor at (206) 205-8771 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

**WORK LOCATION:** Ingraham High School, 1819 N 135<sup>th</sup>, Seattle, WA 98133

**WORK SCHEDULE:** This position is overtime eligible. It works a 40 hour work week; Monday through Friday; September through June, except during school holidays; may work some evenings or weekends.

**PRIMARY JOB FUNCTIONS INCLUDE:** Check in and monitor flow of students enrolled and seen for school based health services (SBHC) at Ingraham Teen Health Center.. Assist with data gathering, data entry and reporting on SBHC services. Assist in resolving client problems and participate in SBHC system improvements. Assist other SBHC staff and service providers, site program coordinator and clinical supervisor in the administration and maintenance of SBHC program activities. Respond to student, parents, school personnel, and other partners and agencies inquiries on SBHC program activities. Participate in the assessment and development of SBHC program plans and objectives at Ingraham Teen Health Center. Assist in the development and revision of SBHC training and program materials with Teen Health Center sponsor staff. Maintain supplies necessary for smooth clinic services. Coordinate facility and equipment repair through Teen Health Center Sponsoring agencies and school district personnel. Act as onsite liason with other involved Teen health Center sponsoring agencies support staff

**QUALIFICATIONS:**

- Demonstrated knowledge of personal computer and various software applications (Word, Excel).
- Demonstrated knowledge of medical terminology, reproductive & sexual health.
- Demonstrated ability to provide education/counseling to individuals &/or groups.
- Demonstrated knowledge of basic accounting procedures.
- Effective communication (oral and written), problem-solving and prioritization/organization skills. Application materials will be used in evaluating applicants' skills, including written communication skills.
- Effective skills in working with a diverse population.
- Demonstrated interviewing and customer service skills.
- Skill in meeting deadlines and time constraints.

***NECESSARY SPECIAL REQUIREMENTS:***

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law.
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.
- Washington State Driver's License or the ability to provide transportation to travel to work locations with limited or no public transportation services.

***DESIRED QUALIFICATIONS:***

Bilingual in Spanish or Vietnamese desirable.

***UNION MEMBERSHIP:*** IFPTE, Local No. 17, AFL-CIO

***CLASS CODE: 8356 SEQUENCE NUMBER: 80-8356-4303***